

DISTRICT OF COLUMBIA, CHILD AND FAMILY SERVICES AGENCY (CFSA)
SOLICITATION, OFFER, AND AWARD
SECTION A

1. ISSUED BY/ADDRESS OFFER TO: District of Columbia Child and Family Services Agency (CFSA) Office of Contracts and Procurement 955 D Street SW, Suite 5200 L'Enfant Plaza North Washington, D.C. 20024		2. PAGE OF PAGES: 1 OF 51	
		3. CONTRACT NUMBER:	
		4. SOLICITATION NUMBER: CFSA-04-R-0010	
		5. DATE ISSUED:	
		6. OPENING/CLOSING TIME: August 20, 2004 – September 20, 2004	
7. TYPE OF SOLICITATION: <input type="checkbox"/> SEALED BID <input checked="" type="checkbox"/> NEGOTIATION (RFP)		8. DISCOUNT FOR PROMPT PAYMENT:	
NOTE: IN SEALED BID SOLICITATION "OFFER AND OFFEROR" MEANS "BID AND BIDDER"			

SOLICITATION

9. Sealed offers in original and 5 copies for furnishing the supplies or services in the Schedule will be received at the place specified in block one (1), or if hand carried, in the depository located in block one (1) until **CLOSING DATE**
CAUTION: LATE Submission, Modifications and Withdrawals: See Section L. All offers are subject to all terms and conditions contained in this solicitation.

10. INFORMATION CALL	NAME: Samuel J. Feinberg, CPPO, CPPB	TELEPHONE NUMBER: (202) 727-5300	B. E-MAIL ADDRESS:
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OFFER (TO BE COMPLETED BY OFFEROR)

12. In compliance with the above, the undersigned agrees, if the offer is accepted within 180 calendar days (unless a different period is inserted by the offeror) from the date for receipt of offers specified above, that with respect to all terms and conditions by the CFSA under "AWARD" below, this offer and the provisions of the RFP/IFB will constitute a Formal Contract. All offers are subject to the terms and conditions contained in the solicitation.

13. ACKNOWLEDGEMENT OF AMENDMENTS (The offeror acknowledge receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):			AMENDMENT NO: DATE: 	
14. NAME AND ADDRESS OF OFFEROR:			15. NAME AND TITLE OF PERSONAL AUTHORIZED TO SIGN OFFER: (Type or Print)	
14A. TELEPHONE NUMBER: AREA CODE: NUMBER: EXT:			15A. SIGNATURE:	
			15B. OFFER DATE:	

AWARD (To be completed by the CFSA)

16. ACCEPTED AS TO THE FOLLOWING ITEMS:		17. AWARD AMOUNT:	
18. NAME OF CONTRACTING OFFICER: (TYPE OR PRINT)		19. CONTRACTING OFFICER SIGNATURE:	
		20. AWARD DATE:	
IMPORTANT NOTICE: AWARD WILL BE MADE ON THIS FORM, OR ON CFSA FORM 26, OR BY OTHER AUTHORIZED OFFICIAL WRITTEN NOTICE			

CONTINUATION SHEET		Solicitation #CFSA-04-R-0010		PAGE 2 OF 51	
NAME OF OFFEROR OR CONTRACTOR					
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	SCHEDULE B PRICING The Contractor shall provide all resources to perform the services in accordance with the Statement of Work.	MAXIMUM CAPACITY			
0001	October 1, 2004 – June 21, 2005 = 161 school days	100 trips x days	Round trip	\$_____	\$_____
0002	June 22, 2005 – July 4, 2005	10 trips x	Round trip	\$_____	\$_____
0003	July 5, 2005 – August 2, 2005 = 21 school days (summer school)	50 trips x days	Round trip	\$_____	\$_____
0004	August 3, 2005 – September 30, 2005	10 trips x	Round trip	\$_____	\$_____
0005	October 1, 2004 – Sept. 30, 2005 = 161 School days		One-way trip	\$_____	\$_____
	BASE YEAR PERIOD NON ROUTINE TRIPS Trips beyond Metropolitan Washington Area within 0-15 miles 16-30 miles 31-45 miles over 45 miles	Round trip Round trip Round trip Round trip	0-15 miles 16-30 miles 31-45 miles over 45 miles	\$_____ \$_____ \$_____ \$_____	
	_____ Print Name _____ Title _____ Signature _____ Date	This is an Indefinite Delivery/Indefinite Quantity contract, with a fixed price mechanism. The minimum guaranteed number of trips per day during the regular school period shall be 50. The minimum guaranteed number of trips per day during summer school shall be 25. Beyond the minimum guarantee, the Contractor shall be paid at the fixed prices established herein, for each trip over the established minimum guarantee.			

CONTINUATION SHEET		Solicitation #CFSA-04-R-0010		PAGE 3 OF 51	
NAME OF OFFEROR OR CONTRACTOR					
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	SCHEDULE B PRICING The Contractor shall provide all resources to perform the services in accordance with the Statement of Work.	MAXIMUM CAPACITY			
0001	October 1, 2005 – June 2006 = school days	100 trips x days	Round trip	\$_____	\$_____
0002	June , 2006 – June , 2006	10 trips x	Round trip	\$_____	\$_____
0003	June , 2006 – August , 2006 = school days (summer school)	50 trips x days	Round trip	\$_____	\$_____
0004	August , 2006 – September 30, 2006	10 trips x	Round trip	\$_____	\$_____
0005	October 1, 2005 – Sept. 30, 2006 = School days		One-way trip	\$_____	\$_____
	FIRST OPTION YEAR PERIOD NON ROUTINE TRIPS Trips beyond Metropolitan Washington Area within 0-15 miles 16-30 miles 31-45 miles over 45 miles	Round trip Round trip Round trip Round trip	0-15 miles 16-30 miles 31-45 miles over 45 miles	\$_____ \$_____ \$_____ \$_____	
	_____ Print Name _____ Title _____ Signature _____ Date	This is an Indefinite Delivery/Indefinite Quantity contract, with a fixed price mechanism. The minimum guaranteed number of trips per day during the regular school period shall be 50. The minimum guaranteed number of trips per day during summer school shall be 25. Beyond the minimum guarantee, the Contractor shall be paid at the fixed prices established herein, for each trip over the established minimum guarantee.			

CONTINUATION SHEET		Solicitation #CFSA-04-R-0010		PAGE 4 OF 51	
NAME OF OFFEROR OR CONTRACTOR					
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	<p align="center">SCHEDULE B PRICING</p> <p>The Contractor shall provide all resources to perform the services in accordance with the Statement of Work.</p>	MAXIMUM CAPACITY			
0001	October 1, 2006– June 2007 = school days	100 trips x days	Round trip	\$_____	\$_____
0002	June , 2007 – June , 2007	10 trips x	Round trip	\$_____	\$_____
0003	June , 2007 – August , 2007 = school days (summer school)	50 trips x days	Round trip	\$_____	\$_____
0004	August , 2007 – September 30, 2007	10 trips x	Round trip	\$_____	\$_____
0005	October 1, 2006 – Sept. 30, 2006 = School days		One-way trip	\$_____	\$_____
	<p>SECOND OPTION YEAR PERIOD</p> <p>NON ROUTINE TRIPS</p> <p>Trips beyond Metropolitan Washington Area within</p> <p>0-15 miles</p> <p>16-30 miles</p> <p>31-45 miles</p> <p>over 45 miles</p>	<p>Round trip</p> <p>Round trip</p> <p>Round trip</p> <p>Round trip</p>	<p>0-15 miles</p> <p>16-30 miles</p> <p>31-45 miles</p> <p>over 45 miles</p>	<p>\$_____</p> <p>\$_____</p> <p>\$_____</p> <p>\$_____</p>	
	<p>_____ Print Name</p> <p>_____ Title</p> <p>_____ Signature</p> <p>_____ Date</p>	<p>This is an Indefinite Delivery/Indefinite Quantity contract, with a fixed price mechanism. The minimum guaranteed number of trips per day during the regular school period shall be 50. The minimum guaranteed number of trips per day during summer school shall be 25. Beyond the minimum guarantee, the Contractor shall be paid at the fixed prices established herein, for each trip over the established minimum guarantee.</p>			

CONTINUATION SHEET		Solicitation #CFSA-04-R-0010		PAGE 5 OF 51	
NAME OF OFFEROR OR CONTRACTOR					
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	SCHEDULE B PRICING The Contractor shall provide all resources to perform the services in accordance with the Statement of Work.	MAXIMUM CAPACITY			
0001	October 1, 2007 – June 2008 = school days	100 trips x days	Round trip	\$ _____	\$ _____
0002	June , 2008 – June , 2008	10 trips x	Round trip	\$ _____	\$ _____
0003	June , 2008 – August , 2008 = school days (summer school)	50 trips x days	Round trip	\$ _____	\$ _____
0004	August , 2008 – September 2008	10 trips x	Round trip	\$ _____	\$ _____
0005	October 1, 2008 – Sept. 30, 2008 = School days		One-way trip	\$ _____	\$ _____
	THIRD OPTION YEAR PERIOD NON ROUTINE TRIPS Trips beyond Metropolitan Washington Area within 0-15 miles 16-30 miles 31-45 miles over 45 miles	Round trip Round trip Round trip Round trip	0-15 miles 16-30 miles 31-45 miles over 45 miles	\$ _____ \$ _____ \$ _____ \$ _____	
	_____ Print Name _____ Title _____ Signature _____ Date	This is an Indefinite Delivery/Indefinite Quantity contract, with a fixed price mechanism. The minimum guaranteed number of trips per day during the regular school period shall be 50. The minimum guaranteed number of trips per day during summer school shall be 25. Beyond the minimum guarantee, the Contractor shall be paid at the fixed prices established herein, for each trip over the established minimum guarantee.			

CONTINUATION SHEET		Solicitation #CFSA-04-R-0010		PAGE 6 OF 51	
NAME OF OFFEROR OR CONTRACTOR					
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	<p>SCHEDULE B PRICING</p> <p>The Contractor shall provide all resources to perform the services in accordance with the Statement of Work.</p>	MAXIMUM CAPACITY			
0001	October 1, 2008 – June 2009 = school days	100 trips x days	Round trip	\$ _____	\$ _____
0002	June , 2009 – June , 2009	10 trips x	Round trip	\$ _____	\$ _____
0003	June , 2009 – August , 2009 = school days (summer school)	50 trips x days	Round trip	\$ _____	\$ _____
0004	August , 2009 – September 30, 2009	10 trips x	Round trip	\$ _____	\$ _____
0005	October 1, 2008 – Sept. 30, 2009 = School days		One-way trip	\$ _____	\$ _____
	<p>FOURTH OPTION YEAR PERIOD</p> <p>NON ROUTINE TRIPS</p> <p>Trips beyond Metropolitan Washington Area within</p> <p>0-15 miles</p> <p>16-30 miles</p> <p>31-45 miles</p> <p>over 45 miles</p>	<p>Round trip</p> <p>Round trip</p> <p>Round trip</p> <p>Round trip</p>	<p>0-15 miles</p> <p>16-30 miles</p> <p>31-45 miles</p> <p>over 45 miles</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>	
	<p>_____ Signature (print)</p> <p>_____ Title</p> <p>_____ Signature</p> <p>_____ Date</p>	<p>This is an Indefinite Delivery/Indefinite Quantity contract, with a fixed price mechanism. The minimum guaranteed number of trips per day during the regular school period shall be 50. The minimum guaranteed number of trips per day during summer school shall be 25. Beyond the minimum guarantee, the Contractor shall be paid at the fixed prices established herein, for each trip over the established minimum guarantee.</p>			

PART I**SECTION C****DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK****C-1 SCOPE OF WORK**

- C-1.1** The Offeror shall provide transportation services for up to 100 foster care children. The children are clients of the Child and Family Services Agency (CFSA) and require round trip and/or one-way transportation services from their residences or other designated locations to/from school in a timely manner or one-way transportation from school to designated locations.

C-2 TARGET POPULATION

- C-2.1** The Offeror shall provide transportation services for up to 100 foster care children, ages 5 to 21, who are wards of CFSA in the District of Columbia and who may have mild to severe emotional, physical, learning, visual and/or speech impairments.
- C-2.1.1** CFSA has estimated that up to 100 children shall be provided services during the regular school year, from October 1 through June 21, for the base year and for each of the four (4) option years.
- C-2.1.2** CFSA has estimated that up to 10 children shall be provided services between the end of the regular school year and the beginning of summer school, from June 22 through July 4, for the base year and for each of the four (4) option years.
- C-2.1.3** CFSA has estimated that up to 50 children shall be provided services during summer school, from July 5 through August 2, for the base year and for each of the four (4) option years.
- C-2.1.4** CFSA has estimated that up to 10 children shall be provided services between the end of summer school and the beginning of the regular school year, from August 3 through September 30, for the base year and for each of the four (4) option years.
- C-2.2** The Offeror and Offeror's staff shall be knowledgeable and sensitive to the needs and anxieties of the children, their families, and/or surrogate caregivers.

C-3 LOCATION OF SERVICES

- C-3.1** The Offeror shall provide transportation services primarily within the Metropolitan Washington Area. The Metropolitan Washington Area is defined as Washington, DC; Prince George's County; Montgomery County; Fairfax County; Arlington County, and the City of Alexandria.
- C-3.2** While almost all transportation service requirements will be within the Metropolitan Washington Area, there may be occasions when a child will require transportation services beyond this area.

C-4 SPECIFIC REQUIREMENTS

- C-4.1** The Offeror shall provide all supervision, personnel, licenses, insurance, equipment, fuel, and operating supplies required to perform the transportation services.
- C-4.2** The Offeror shall possess, at contract initiation and maintain throughout the term of this contract, a Certificate of Necessity from the Washington Metropolitan Area Transit Commission, which attests to its authority to engage in the business of transportation of children, ages 5-21.
- C-4.3** The Offeror shall comply with all required federal, state, District or municipal regulations that are required to perform transportation services during the term of the contract.
- C-4.4** The Offeror shall provide services daily between the hours of 5:30 a.m. to 7:00 p.m. or until the last rider has been delivered to the destination, which ever is later. This means that the Offeror shall be at the pick-up point of a child at 5:30 a.m., if needed. The Offeror shall be required to extend services beyond 7:00 p.m., if all riders have not been picked up and returned to their designated location by that time.
- C-4.5** The Offeror shall provide transportation by the most direct routes possible, with deviations occurring only because of unforeseen circumstances which may require rerouting, such as encounters with emergency vehicles, road repairs, or accidents. There shall be no other riders in the vehicle with the exception of the children being transported, the Escort Aide and the Driver. The Offeror shall not “mix” passengers from any other contract or for any reason.
- C-4.6** The Offeror shall provide round trip and/or one-way transportation services for the children, from their school, residence or other designated locations, Monday through Friday, except on the holidays specified below.

Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas
Martin Luther King, Jr., Day
Presidents’ Day
Easter
Memorial Day

- C-4.7** The Offeror shall provide one driver and one escort aide on each vehicle when transporting the children.
- C-4.8** The Offeror shall ensure that the escort aides safely assist children to and from the pick-up and drop off sites and on and off the vehicle and provide adequate supervision throughout the duration of the transport.

- C-4.9** The Offeror shall ensure that all children are fastened in age-appropriate and weight-appropriate seat belts, as required by law. The Offeror shall ensure that children birth to one year of age and up to 20 pounds are secured in a rear-facing infant only safety seat. Children over 1 year of age weighing between 20-40 pounds must be secured in a forward facing safety seat with harness straps at or above the shoulders. Older children, until the age of eight, weighing 40 and 80 pounds, unless they are at least 4'9" tall, should be secured in a forward facing, belt positioning booster seat. The belt-positioning booster must be used with both lap and shoulder belts. Children over 80 pounds shall be secured in seat belts where the harness goes across the shoulder and lap and the knee bends over the seat.
- C-4.10** The Offeror shall ensure that all wheelchairs are securely fastened and immobilized and that the child is securely belted in.
- C-4.11** The Offeror shall respond to disciplinary problems and other non-medical type emergencies. The Offeror shall ensure that all drivers and escort aides are sufficiently trained in de-escalation techniques pertaining to children whose behavior poses a risk to self or others during a transport. The training shall meet nationally recognized standards governing appropriate use of de-escalation. The Offeror shall ensure its employees successfully complete the training prior to assignment of a transport route or being allowed to operate or work on a transport vehicle.
- C-4.11.1** De-escalation is the reduction in the intensity of a conflict. De-escalation training refers to specific training in nationally recognized techniques to achieve the goal. Some nationally recognized techniques include Physical Aggression and Response Training (PART) and Handle With Care Behavior Management System. These techniques can be found on the Internet.
- C-4.11.2** The Offeror shall ensure that disciplinary problems are not handled by cruel or unusual methods. The application of disciplinary action shall be fair, reasonable, and consistent. The Offeror shall ensure that efforts other than physical restraint are used to redirect or de-escalate a situation, unless the child's behavior poses an immediate risk to his/her physical safety or to other children in transport.
- C-4.12** The Offeror shall provide adequate supervision and assistance to all children being transported. If at any time a child's behavior during the transport becomes such that special supervision is required, the Offeror shall ensure that the child is closely monitored. The Offeror shall report the incident to the CFSA Transportation Coordinator (202-727-4652) or (202-727-4665) who shall work with the child's CFSA multidisciplinary team to develop a plan to address the high-risk behavior. Unusual incidents should be reported using the standard form provided by CFSA. All unusual incidents report forms shall be completed within 48 hours of the event. Additionally, the Offeror shall report any incidents of abuse or neglect to CFSA's Intake Hotline on 202-727-7232. Incidents of abuse or neglect includes, but is not limited to, children abusing other children and/or drivers or escort aides abusing children.
- C-4.13** The Offeror shall request immediate assistance for children experiencing medical emergencies. The Offeror shall immediately dial 911 for medical assistance for the child and shall take all safety precautions ensuring the remaining children are not at

- risk of harm during the episode. The Offeror shall ensure that the driver and escort aide follow the direction of the 911 Operator and the on-site emergency medical team.
- C-4.14** The Offeror shall ensure that each driver and escort aide is equipped daily with cellular telephones or other communication devices that are operable at all times. The equipment shall be adequate and available for use in emergency situations.
- C-4.15** The Offeror shall ensure that each driver and escort aide have current training on the basic standards of first aid and age-appropriate cardiopulmonary resuscitation (CPR). Approved first aid and CPR training shall be in accordance with a nationally recognized standard such as American Red Cross or the American Heart Association.
- C-4.16** The Offeror shall maintain a record of all first aid and CPR trained employees, showing who has completed the training. The Offeror shall monitor expiration dates to ensure that all employees have current training.
- C-4.17** The Offeror shall perform transportation services in accordance with the transportation schedule provided by the CFSA Transportation Coordinator at the inception of the contract. Afterwards, the CFSA Transportation Coordinator shall contact the Offeror by telephone to convey any new requests.
- C-5** **STAFF REQUIREMENTS**
- C-5.1** The Offeror shall have employees that are fully qualified, free from communicable diseases, and physically able to perform their duties.
- C-5.2** The Offeror shall have written policies and procedures covering qualifications, training, drug testing and employee duties for staff, volunteers or interns. Employees shall have a minimum of a high school diploma or GED and pass a drug test prior to the offer of employment by the Offeror.
- C-5.3** The Offeror shall maintain records on each employee's suitability for performing the duties of driver or escort aide. The records shall be maintained in the main office and made available for inspection by CFSA's Transportation Coordinator (or designee) upon request, within 30 days after the date of contract award.
- C-5.4** The Offeror shall ensure that all direct and indirect staff, including consultants, do not have any prior criminal record or convictions for child abuse or neglect, molestation, sexual abuse, rape, drug possession or drug distribution. The Offeror shall ensure that each employee has not been disqualified by a criminal background check prior to having unsupervised access to children. The Offeror shall ensure that the employees are drug and alcohol free and not in treatment.
- C-5.5** The Offeror shall maintain a record for each employee, consultant, intern or volunteer who has unsupervised access to children and these individuals shall have completed an application for employment and signed a form enabling the Offeror to do a criminal background check. The Offeror shall submit personal background information for each employee to a criminal background system comparable to a state to state clearance, such as National Criminal Information Center (NCIC).

- C-5.6** The Offeror shall ensure that each employee who performs services under this contract have a (1) police clearance from each state in which they have lived for the past five years and (2) child protective registry clearance. The Offeror shall submit this documentation to CFSA prior to contract award.
- C-5.7** The Offeror shall terminate or deny employment to any employee, prospective employee, intern or volunteer for misrepresenting his/her background information. In addition, the Offeror shall immediately terminate any employee, intern or volunteer for drug or alcohol abuse, or the perpetration of child abuse of any child.
- C-5.8** The Offeror shall ensure that all employees wear and display an identification badge that displays a picture of the employee, the employee's name, weight, hair color, color of eyes, and date the identification was issued, while performing services under this contract.
- C-5.9** The Offeror shall designate an employee to serve as Dispatcher who shall work with the CFSA Transportation Coordinator on a day-to-day basis.
- C-5.10** The Offeror shall ensure that each driver has a valid driver's license in his or her possession while operating a vehicle. The driver's license shall be appropriate for the type of vehicle being driven.
- C-5.11** The Offeror shall develop and maintain an on-call or back-up Driver plan to compensate for employees who are absent from work for any reason. The Offeror shall ensure that each transport vehicle is staffed with a driver and escort aide and that transportation is not interrupted due to staffing issues.
- C-5.12** The Offeror shall ensure that drivers obey all posted traffic signals. CFSA shall not be responsible for traffic tickets or other liabilities incurred as a result of driver negligence.

C-6 **VEHICLE REQUIREMENTS**

- C-6.1** The Offeror shall provide a fleet of passenger vehicles capable of transporting the numbers and types of children set forth in this solicitation. The vehicles shall conform to Highway Safety Standards, meet the Americans With Disabilities Act requirements and other regulations required for providing transportation services. In addition, the vehicle shall have adequate heating and air conditioning.
- C-6.2** The Offeror shall ensure that each vehicle is adequately insured for the maximum liability coverage. The Offeror shall not permit an employee to transport children in personal vehicles.
- C-6.3** The Offeror shall have passenger vehicles that have a maximum seating capacity for fifteen (15) passengers and a minimum seating capacity for six (6) passengers. The Offeror shall have ready access to wheel chair accessible vehicles, as needed.
- C-6.4** The Offeror's vehicles shall be equipped with:

- C-6.4.1** Operational lap and shoulder seat belts for passengers in the most forward seat, and shoulder harness and lap type belts for all other passengers. Vehicles shall be equipped with seat belts, car seats and booster seats and/or other appropriate safety devices for all passengers as required by law. The number of passengers shall not exceed the vehicle number of seat belts.
- C-6.4.2** Seat belts or approved child passenger restraint systems, as appropriate for the child, whenever the vehicle is in motion.
- C-6.4.3** Fire extinguishers approved by the Washington Metropolitan Area Transit Commission (WMATC). Fire extinguishers shall be adequately maintained and re-charged and ready for use at all times. Fire extinguishers shall receive maintenance certification by a licensed firm specializing in this work, based upon the manufacturers recommended schedule. Maintenance means a thorough check of the extinguisher for mechanical parts, extinguishing agents, and expelling means.
- C-6.4.4** A first aid kit of appropriate type and capacity consistent with WMATC Standards. First aid kits shall contain, at a minimum, barrier gloves, one-way resuscitation masks, bandages, scissors, tweezers, ace bandages, gauze, thermometer and alcohol swabs or something similar.
- C-6.4.5** “Fasten Seat Belt” and “No Smoking” signs shall be posted inside every vehicle.
- C-6.4.6** Operable cellular telephones or other emergency communication devices for the driver and escort aide. The equipment shall be adequate and available for use in emergency situations.
- C-6.5** The Offeror shall adhere to the following inspection and maintenance of its vehicles/equipment, at its own expense:

 - C-6.5.1** The Offeror shall ensure that each vehicle used in the performance of the contract is inspected annually by the D.C. Department of Motor Vehicles or the local jurisdiction for operational safety. The Offeror’s vehicle must pass this inspection and display a valid inspection sticker at all times. Vehicles that do not pass this inspection shall be immediately removed from the transportation service until repairs are made and the vehicle passes the re-inspection.
 - C-6.5.2** The Offeror shall ensure that each vehicle is legally licensed and registered in the state where the business is located.
 - C-6.5.3** The Offeror shall assume full responsibility for the preventive and remedial maintenance of all vehicles. All vehicles shall be maintained in safe operating condition at all times.
 - C-6.5.4** The Offeror shall keep the exterior and interior of all vehicles clean and litter-free at all times.
- C-6.6** The Offeror shall have full responsibility for the storage of vehicles during non-working hours. CFSA is not responsible for stolen or vandalized vehicles.

C-6.7 The Offeror shall adhere to the following in case of emergency:

- C-6.7.1** In the event of an accident or other incident of emergency nature, the Offeror is to ensure that each child is safe and supervised during the incident. Further, the Offeror shall have an emergency vehicle exit plan covering each child and his/her specific need. If an incident takes place before or after regular business hours and the transportation coordinator or supervisory personnel of CFSA are unavailable, the Offeror shall contact the CFSA hotline to report the status of the children.
- C-6.7.2** The Offeror shall ensure that if a Driver experiences an emergency such as vehicle breakdown or accident, he/she shall notify the Dispatcher immediately, who will immediately notify the CFSA Transportation Coordinator. The Offeror shall develop an emergency plan addressing how and when to contact the CFSA Transportation Coordinator and shall ensure that the individual is available to the Dispatcher reporting an emergency event.
- C-6.7.3** The Offeror shall ensure that the Driver contacts the CFSA Hotline at (202) 671-7233 to request immediate notification of the Office of Clinical Practice's clinician on call to report the status of the children in the event of an accident or other emergency. The Driver shall, if physically able call for medical assistance, notify the Police Department, and then call the Dispatcher. The Driver shall provide the on call clinician and the Dispatcher with the following information:
- a. Description of and the extent of the accident/damage.
 - b. Time and location of the accident or broken vehicle.
 - c. The names and severity of injuries to children in transport, including employees.
 - d. The name of the emergency service provider.
 - e. The hospital or location where injured children or employees are transported.
 - f. The disposition of uninjured children and/or employees.
- C-6.7.4** The Offeror shall ensure that this information is immediately reported to CFSA and shall submit in writing an Unusual Incident Report using the standard form provided by CFSA to the Transportation Coordinator within 48 hours of the accident.
- C-6.7.5** In the event a disaster takes place during the time that children are being transported, children shall be kept on the bus/van and the driver shall ask for assistance through radio contact with the Dispatcher. If roads are impassable, any child who is at home waiting for the bus shall not be picked up and remains the responsibility of the parent or guardian. In the afternoon, the driver shall make every attempt to continue delivering students to their homes. Should road conditions prevent the driver from delivering students to home or to school in the morning; the students shall be delivered to the nearest school site. Parents or guardians may pick them up after the DCPS Communications Office or local radio and television outlets have announced the "all-clear" signal. The Offeror shall notify the Transportation Coordinator or the CFSA Hotline of the location of the children.
- C-6.8** The Offeror shall provide an approved plan describing child accountability at the end of each shift. The Offeror shall ensure that each child is accounted for prior to the vehicle beginning the designated route and prior to ending the designated route.

Further, the Offeror shall provide an approved plan on reporting when a child is missing from his/her assigned vehicle.

- C-6.9** The Offeror shall notify CFSA's Transportation Coordinator when a child is not picked up from his/her designated location by the end of the shift. Within 24 hrs, the Offeror shall provide a written report describing why the child was not available for pick-up. The Offeror shall ensure that drivers maintain a daily log covering all children using the transportation system. This includes, but is limited to child's name, time and location of pick-up, time and location of drop off, and responsible parent or adult, and the responsible parent/adult's telephone number. The Offeror shall coordinate with CFSA's Transportation Coordinator on verifying names and identity of the child's caregiver.

C-7 **CONSOLIDATION OF ROUTES**

- C-7.1** The Offeror shall ensure that all daily pick-up and drop off points are in close proximity to where the child resides and where he/she must be transported. The Offeror is not permitted to allow drivers to pick up or drop off children outside the designated route, unless current circumstance dictates. This is only allowable on a case-by-case basis and is not permitted as a general rule of operation.
- C-7.2** The Offeror is not permitted to allow non routine trips unless it has been approved in advance by the CFSA Transportation Coordinator. One-way trips are not permitted unless written notification is provided to the Driver indicating the child is not to be picked up from his/her drop off point. The Offeror shall choose routes that will require the least amount of time on the bus/van for children and represents the shortest distance between points.

SECTION D

PACKAGING AND MARKING

- D-1** The packaging and marking requirements for the resultant contract shall be governed by clause number 2, Shipping Instructions-Consignment, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated April 2003, Attachment J.1.
- D-2** The Contractor shall be responsible for all posting and mailing fees connected with the performance of this contract.

SECTION E

INSPECTION AND ACCEPTANCE

E-1 INSPECTION AND ACCEPTANCE

Inspection and acceptance shall be performed by the CFSA authorized representative who shall accept or reject the services within thirty (30) days after contract award.

SECTION F**DELIVERIES OR PERFORMANCE****F-1 CONTRACT TYPE**

This is an Indefinite Delivery/Indefinite Quantity contract, with a fixed price mechanism with payments based on the per trip rate for each line item set forth in the Pricing Schedule in Section B.

F-2 TERM OF CONTRACT

The term of this contract shall have a one-year base period with four (4) one-year option periods.

F-3 OPTION TO EXTEND THE TERM OF THE CONTRACT

F-3.1 The District may extend the term of this contract for a period of one (1) year, or any fraction thereof, or multiple successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District shall give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract. The total duration of all options shall not exceed four (4) years. The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.

F-3.2 If the District exercises this option, the extended contract shall be considered to include this option provision.

F-3.3 The price for the option period shall be as specified in this contract.

F-4 CONTRACTOR PERFORMANCE

The Offeror shall ensure fiscal responsibility for the business by ensuring that qualified employees, adequate in number are available Monday-Friday to transport children as stipulated in the contract. The Offeror shall ensure its employees are timely in pick-up and drop off of children and that each employee documents transportation activities at the end of each shift. The Offeror shall ensure a mechanism for monthly reporting of all transportation activities for each child to the CFSA Transportation Coordinator. The Offeror shall ensure that all transportation services meet or exceeds the requirements of the contract and that marginal performance is identified and corrected.

SECTION G**CONTRACT ADMINISTRATION DATA****G-1 INVOICE SUBMITTAL**

- G-1.1** The Contractor shall submit proper invoices on a monthly basis or as other wise specified in this contract. Invoices shall be prepared in triplicate and submitted to the agency Chief Financial Officer (CFO) The address of the CFO is:

**Chief Financial Officer
Child & Family Services Agency
400 Sixth Street, SW, 2nd Floor
Washington, DC 20024**

- G-1.2** To constitute a proper invoice, the Contractor shall submit the on the invoice: Contractor's name, address, telephone number, contract number, invoice date, Federal tax identification number, and other documentation as required according to the contract.

G-2 INVOICE PAYMENT

- G-2.1** The District shall make payments to the Contractor upon the submission of proper invoices or vouchers, at the prices stipulated in this contract, for supplies delivered and accepted and/or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.
- G-2.2** Services rendered shall be verified before payment is made. If required, the Contractor shall be prepared to submit a copy of any manifests along with the invoice so that CFSA may verify the services rendered.

G-3 ASSIGNMENTS

- G-3.1** In accordance with 27 DCMR Section 3250, unless otherwise prohibited by this contract, the Contractor may assign funds due or to become due as a result of the performance of this contract to a bank, trust company, or other financing institution.
- G-3.2** Any assignment shall cover all unpaid amounts payable under this contract, and shall not be made to more than one party.

- G-3.3** Notwithstanding an assignment of money claims pursuant to authority contained in the contract, the Contractor, not the Assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:

Pursuant to the instrument of assignment dated _____, payment of this invoice to _____.
(name and address of assignee)

G-5 CONTRACTING OFFICER (CO)

Contracts may be entered into and signed on behalf of the District of Columbia only by the Contracting Officer. The address and telephone number of the Contracting Officer is:

Samuel J. Feinberg, CPPO, CPPB
Contracts and Procurement Administrator
Agency Chief Contracting Officer
Government of the District of Columbia
Child and Family Services Agency
955 L'Enfant Plaza North, SW – Suite 5200
Washington, DC 20024
(202) 724-7415

G-6 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

- G-6.1** The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract.
- G-6.2** The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the Contracting Officer.
- G-6.3** In the event the Contractor effects any change at the instruction or request of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

G-7 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

- G-7.1** The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in the contract. The contract information for the COTR shall be identified by CFSA upon the commencement of the contract.

The COTR shall identify any occurrences where liquidated damages are to be considered for assessment against the Contractor and provide that information to the Contracting Officer.

G-7.2 It is understood and agreed that the COTR shall not have authority to make any changes in the specifications/scope of work or terms and conditions of the contract.

G-7.3 The Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer, may be denied compensation or other relief for any additional work performed that is not so authorized, and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

SECTION H

SPECIAL CONTRACT REQUIREMENTS

H-1 KEY PERSONNEL

There shall be no substitutions of the Key Personnel without prior written approval of the CFSA Transportation Coordinator. The CFSA Transportation Coordinator shall approve all key personnel proposed by the Contractor to work under this contract, prior to the individual beginning work.

H-2 PERFORMANCE BOND

H-2.1 For the term of the contract, including option years, the Contractor shall provide a performance bond. The amount of the performance bond shall be equal to 20 percent of the total amount of the contract.

H-2.3 The Offeror shall enclose a letter of commitment from a bonding company for the performance bond with its proposal. The performance bond shall be submitted to CFSA prior to its notice of intent to award a contract.

H-3 LIQUIDATED DAMAGES

H-3.1 When the Contractor fails to perform the tasks required under this contract, CFSA shall assess liquidated damages in an amount of \$1,500.00 per day against the Contractor until such time the Contractor has cured its deficiencies and is able to satisfactorily perform the tasks required under this contract.

H-3.2 When the Contractor is unable to cure its deficiencies in a timely manner and CFSA requires a replacement Contractor to perform the required services, the Contractor shall be liable for liquidated damages accruing until the time CFSA is able to award said contract to a qualified responsive and responsible Contractor. Additionally, if the Contractor is found to be in default of said Contract under the Default Clause of the Standard Contract Provisions, the original Contractor is completely liable for any and all total cost differences between their Contract and the new Contract awarded by CFSA to the replacement Contractor.

H-4 GOVERNING LAW

This contract is governed by the laws of the District of Columbia, the rules and regulations of the Child and Family Services Agency, and other pertinent laws, rules and regulations relating to the award of public contracts in the District.

SECTION I

CONTRACT CLAUSES

I-1 AUDITS, RECORDS, AND RECORD RETENTION

- I-1.1** At any time or times before final payment and three (3) years thereafter, the Contracting Officer may have the Contractor's invoices or vouchers and statements of cost audited. For cost reimbursement contracts, any payment may be reduced by amounts found by the Contracting Officer not to constitute allowable costs as adjusted for prior overpayment or underpayment. In the event that all payments have been made to the Contractor by the District Government and an overpayment is found, the Contractor shall reimburse the District for said overpayment within thirty (30) days after written notification.
- I-1.2** The Contractor shall establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting principles and practices which sufficiently and properly reflect all revenues and expenditures of funds provided by the District under the contract that results from this solicitation.
- I-1.3** The Contractor shall maintain and retain all records including written policies and procedures covering qualifications, training, drug testing and employee duties for staff, volunteers and interns; copies of unusual incident reports (UIR); travel manifests and other statistical records required by CFSA; financial records; supporting documents; and any other documents (including electronic storage media) pertinent to the contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of the contract.
- I-1.4** The Contractor shall assure that these records shall be available at all reasonable times to inspection, review, or audit by Federal, and District agencies, or other personnel duly authorized by the Contracting Officer.
- I-1.5** Persons duly authorized by the Contracting Officer shall have full access to and the right to examine any of the Contractor's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- I-1.6** The Contractor shall include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

I-2 PUBLICITY

The Contractor shall at all times obtain the prior written approval from the Contracting Officer before it, any of its officers, agents, employees or subcontractor, either during or after expiration or termination of the contract, make any statement, or issue any material, for publication through any medium of communication, bearing on the work performed or data collected under this contract.

I-3 CONFLICT OF INTEREST

I-3.1 No official or employee of the District of Columbia or the federal government who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this contract shall, prior to the completion of the project, voluntarily acquire any personal interest, direct or indirect, in the contract or proposed contract. (DC Procurement Practices Act of 1985, D.C. Law 6-85, D.C. Official Code § 2-310.01 and Chapter 18 of the DC Personnel Regulations).

I-3.2 The Contractor represents and covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Contractor further covenants not to employ any person having such known interests in the performance of the contract.

I-4 APPLICABILITY OF STANDARD CONTRACT PROVISIONS

The Standard Contract Provisions for use with District of Columbia Government Supply and Services Contracts dated April 2003, the District of Columbia Procurement Practices Act of 1985, as amended, and Title 27 of the District of Columbia Municipal Regulations, as amended, are incorporated as part of the contract resulting from this solicitation.

I-5 CONTRACTS THAT CROSS FISCAL YEARS

Continuation of this contract beyond the fiscal year is contingent upon future fiscal appropriations.

I-6 CONFIDENTIALITY OF INFORMATION

All information obtained by the Contractor relating to any employee of the District or customer of the District shall be kept in absolute confidence and shall not be used by the Contractor in connection with any other matters, nor shall any such information be disclosed to any other person, firm, or corporation, in accordance with the District and Federal laws governing the confidentiality of records.

The Contractor shall sign a Confidentiality Agreement and shall abide by the information and security documents regarding the children and families in CFSA's care.

I-7 TIME

Time, if stated in a number of days, will include Saturdays, Sundays, and holidays, unless otherwise stated herein.

I-8 RESTRICTION ON DISCLOSURE AND USE OF DATA

Offerors who include in their proposal data that they do not want disclosed to the public or used by the District Government except for use in the procurement process shall:

1-8.1 Mark the title page with the following legend:

"This proposal includes data that shall not be disclosed outside the District Government and shall not be duplicated, used or disclosed in whole or in part for any purpose except for use in the procurement process.

If however, a contract is awarded to this Offeror as a result of or in connection with the submission of this data, the District Government shall have the right to duplicate, use, or disclose the data to the extent consistent with the District's needs in the procurement process. This restriction does not limit the District's rights to use, without restriction, information contained in this data if it is obtained from another source. The data subject to this restriction are contained in sheets (insert numbers or other identification of sheets)."

1-8.2 Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal."

I-9 **RIGHTS IN DATA**

I-9.1 "Data," as used herein, means recorded information, regardless of form or the media on which it may be recorded. The term includes technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative, cost or pricing, or management information.

I-9.2 (a) The term "Technical Data", as used herein, means recorded information, regardless of form or characteristic, of a scientific or technical nature. It may, for example, document research, experimental, developmental or engineering work, or be usable or used to define a design or process or to procure, produce, support, maintain, or operate material. The data may be graphic or pictorial delineations in media such as drawings or photographs, text in specifications or related performance or design type documents or computer printouts.

(b) Examples of technical data include research and engineering data, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information, and computer software documentation. Technical data does not include computer software or financial, administrative, cost and pricing, and management data or other information incidental to contract administration.

I-9.3 The term "Computer Software", as used herein means computer programs and computer databases. "Computer Programs", as used herein means a series of instructions or statements in a form acceptable to a computer, designed to cause the computer to execute an operation or operations. "Computer Programs" include operating systems, assemblers, compilers, interpreters, data management systems, utility programs, sort merge programs, and automated data processing equipment maintenance diagnostic programs, as well as applications programs such as payroll,

inventory control and engineering analysis programs. Computer programs may be either machine-dependent or machine-independent, and may be general purpose in nature or designed to satisfy the requirements of a particular user.

- I-9.4** The term "computer databases", as used herein, means a collection of data in a form capable of being processed and operated on by a computer.
- I-9.5** All data first produced in the performance of this Contract shall be the sole property of the District. The Contractor hereby acknowledges that all data, including, without limitation, computer program codes, produced by Contractor for the District under this Contract, are works made for hire and are the sole property of the District; but, to the extent any such data may not, by operation of law, be works made for hire, Contractor hereby transfers and assigns to the District the ownership of copyright in such works, whether published or unpublished. The Contractor agrees to give the District all assistance reasonably necessary to perfect such rights including, but not limited to, the works and supporting documentation and the execution of any instrument required to register copyrights. The Contractor agrees not to assert any rights in common law or in equity in such data. The Contractor shall not publish or reproduce such data in whole or in part or in any manner or form, or authorize others to do so, without written consent of the District until such time as the District may have released such data to the public.
- I-9.6** The District shall have restricted rights in data, including computer software and all accompanying documentation, manuals and instructional materials, listed or described in a license or agreement made a part of this contract, which the parties have agreed will be furnished with restricted rights, provided however, not withstanding any contrary provision in any such license or agreement, such restricted rights shall include, as a minimum the right to:
- I-9.6.1** Use the computer software and all accompanying documentation and manuals or instructional materials with the computer for which or with which it was acquired, including use at any District installation to which the computer may be transferred by the District;
- I-9.6.2** Use the computer software and all accompanying documentation and manuals or instructional materials with a backup computer if the computer for which or with which it was acquired is inoperative;
- I-9.6.3** Copy computer programs for safekeeping (archives) or backup purposes; and
- I-9.6.4** Modify the computer software and all accompanying documentation and manuals or instructional materials, or combine it with other software, subject to the provision that the modified portions shall remain subject to these restrictions.
- I-9.7** The restricted rights set forth in section I.9.6 are of no effect unless
- (i) the data is marked by the Contractor with the following legend:

RESTRICTED RIGHTS LEGEND

Use, duplication, or disclosure is subject to restrictions stated in Contract No. _____

With _____ (Contractor's Name) and

If the data is computer software, the related computer software documentation includes a prominent statement of the restrictions applicable to the computer software. The Contractor may not place any legend on the computer software indicating restrictions on the District's rights in such software unless the restrictions are set forth in a license or agreement made a part of the contract prior to the delivery date of the software. Failure of the Contractor to apply a restricted rights legend to such computer software shall relieve the District of liability with respect to such unmarked software.

- I-9.8** In addition to the rights granted in Section I.9.9 below, the Contractor hereby grants to the District a nonexclusive, paid-up license throughout the world, of the same scope as restricted rights set forth in Section I.9.9 below, under any copyright owned by the Contractor, in any work of authorship prepared for or acquired by the District under this contract. Unless written approval of the contracting Officer is obtained, the Contractor shall not include in technical data or computer software prepared for or acquired by the District under this contract any works of authorship in which copyright is not owned by the Contractor without acquiring for the District any rights necessary to perfect a copyright license of the scope specified in the first sentence of this paragraph.
- I-9.9** Whenever any data, including computer software, are to be obtained from a subcontractor under this contract, the Contractor shall use Section I.9 in the subcontract, without alteration, and no other clause shall be used to enlarge or diminish the District's or the Contractor's rights in that subcontractor data or computer software which is required for the District.
- I-9.10** For all computer software furnished to the District with the rights specified in Section I-9.5, the Contractor shall furnish to the District, a copy of the source code with such rights of the scope specified in Section I-9.5. For all computer software furnished to the District with the restricted rights specified in Section I-9.6, the District, if the Contractor, either directly or through a successor or affiliate shall cease to provide the maintenance or warranty services provided the District under this contract or any paid-up maintenance agreement, or if Contractor should be declared bankrupt or insolvent by the court of competent jurisdiction, shall have the right to obtain, for its own and sole use only, a single copy of the then current version of the source code supplied under this contract, and a single copy of the documentation associated therewith, upon payment to the person in control of the source code the reasonable cost of making each copy.
- I-9.11** The Contractor shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation,

reproduction, delivery, performance, use or disposition of any data furnished under this contract, or (ii) based upon any data furnished under this contract, or based upon libelous or other unlawful matter contained in such data.

I-9.12 Nothing contained in this clause shall imply a license to the District under any patent, or be construed as affecting the scope of any license or other right otherwise granted to the District under any patent.

I-9.13 Paragraphs I.9.6, I.9.7, I.9.8, I.9.11 and I.9.13 above are not applicable to material furnished to the Contractor by the District and incorporated in the work furnished under contract, provided that such incorporated material is identified by the Contractor at the time of delivery of such work.

I-10 **OTHER CONTRACTORS**

The Contractor shall not commit or permit any act that will interfere with the performance of work by another District Contractor or by any District employee.

I-11 **FIRST SOURCE EMPLOYMENT AGREEMENT**

The Contractor shall maintain compliance with the terms and conditions of the First Source Employment Agreement, Attachment J-4 executed between the District of Columbia and the Contractor throughout the entire duration of the contract, including option periods, if any.

I-12 **SUBCONTRACTS**

The Contractor hereunder shall not subcontract any of the Contractor's work or services to any subcontractor without the prior, written consent of the Contracting Officer. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the District shall have the right to review and approve prior to its execution to the Contractor. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this contract. Notwithstanding any such subcontractor approved by the District, the Contractor shall remain liable to the District for all Contractor's work and services required hereunder.

I-13 **CONTINUITY OF SERVICES**

I-13.1 The Contractor recognizes that the services provided under this contract are vital to the District of Columbia and shall be continued without interruption and that, upon contract expiration or termination, a successor, either the District Government or another contractor, at the District's option, may continue to provide these services. To that end, the Contractor agrees to:

I-13.1.1 Furnish phase-out, phase-in (transition) training; and

I-13.1.2 Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

I-14 INSURANCE

The Contractor shall procure and maintain, at its own cost and expense, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall submit a certificate of insurance giving evidence of the required coverage prior to commencing work. All insurance shall be procured from insurers authorized to do business in the jurisdiction where operations are to be performed. The Contractor shall require all subcontractors to carry the insurance required herein, or Contractor may, at his option, provide the coverage for any or all subcontractors, and if so, the evidence of insurance submitted shall so stipulate. In no event shall work be performed until the required certificates of insurance have been furnished. The insurance shall provide for 30 days prior written notice to be given to the District in the event coverage is substantially changed, canceled or nonrenewed. If the insurance provided is not in compliance with all the requirements herein, The District maintains the right to stop work until proper evidence is provided.

Evidence of insurance shall be submitted to:

Samuel J. Feinberg, CPPO, CPPB
Contracts and Procurement Administrator
Agency Chief Contracting Officer
Government of the District of Columbia
Child and Family Services Agency
955 L'Enfant Plaza North, SW Suite 5200
Washington, D.C. 20024

I-14.1 WORKERS' COMPENSATION

A policy complying with the requirements of the statutes of the jurisdiction(s) in which the contract work will be performed, covering all employees of the Contractor. Employer's Liability coverage with limits of liability of not less than \$100,000/ accident, \$100,000/ disease, \$500,000/disease policy limit shall be included.

I-14.2 COMMERCIAL GENERAL LIABILITY INSURANCE

A policy issued to and covering liability imposed upon the Contractor with respect to all work to be performed and all obligations assumed by the Contractor under the terms of this contract. Products-completed operations, independent contractors, and contractual liability coverage are to be included. If any machinery, equipment, storage containers or anything else that has the potential for releasing contaminants (e.g., fuels, lubricants, etc.) into the environment will be brought onto the job site, the policy shall be endorsed to provide coverage for sudden and accidental pollution. The District is to be designated as an additional insured with respect to operations to be performed. Coverage under this policy, or policies, shall have limits of liability of not less than \$1,000,000 per occurrence, combined single limit for bodily injury (including disease or death), personal injury and property damage (including loss of use) liability.

I-14.3 AUTOMOBILE LIABILITY INSURANCE

A policy issued to and covering the liability of the Contractor arising out of the use of all owned, non-owned, hired, rented or leased vehicles which bear, or are required to bear, license plates according to the laws of the jurisdiction in which they are to be operated, and which are not covered under the Contractor's Commercial General Liability Insurance. The policy shall designate the District as an additional insured with respect to operations to be performed in connection with this contract. Coverage under this policy, or policies, shall have limits of liability of not less than \$1,000,000 per occurrence, combined single limit for bodily injury and property damage liability.

I-14.4 The insurance policies required by this section shall contain the following endorsement:

"It is hereby understood and agreed that the insurer may not cancel, fail to renew, or reduce the coverage or liability limits of this policy unless the insurer provides the contacting entity, licensing agency, and the Office of the City Administrator with written notice of an intent to take such action at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance of any other such action." The insurer shall serve notice to the following persons by certified mail, return receipt requested:

Samuel J. Feinberg, CPPO, CPPB
Contracts and Procurement Administrator
Agency Chief Contracting Officer
Government of the District of Columbia
Child and Family Services Agency
955 L'Enfant Plaza, SW
North Building, Suite 5200
Washington, DC 20024

Office of the City Administrator
Attention Risk Management Officer
441 4th Street, NW
Suite 800S
Washington, DC 20001

I-14.5 Contractors shall provide copies of the policies for any or all of the insurance required by this section to the contracting entity and licensing agency upon written request.**I-15 EQUAL EMPLOYMENT OPPORTUNITY**

In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as Attachment J-6. An award cannot be made to any Offeror who has not satisfied the equal employment requirements as set forth by the Department of Human Rights and Local Business Development.

SECTION J
LIST OF ATTACHMENTS

The following document is attached, and incorporated by reference into the RFP and will become incorporated into any resulting contract:

- J-1** Standard Contract Provisions for Use with District of Columbia Government Supply and Services Contracts, dated April 2003

The following documents are attached and incorporated by reference into the RFP, and must be completed and returned with the Offerors' proposal:

- J-2** Department of Employment Services Tax Certification Affidavit
- J-3** Office of Tax and Revenue Tax Certification Affidavit
- J-4** First Source Employment Agreement
- J-5** LSDBE Certification Package
- J-6** EEO Compliance Documents
- J-7** Cost /Price Disclosure Certification Form
- J-8** Budget Instructions and Budget Package
- J-9** Sample Invoice (to be provided at a later date)

The following documents are incorporated by reference in the RFP and shall become incorporated into any resulted contract:

- J-10** LaShawn A. v. Williams Implementation Plan, approved on May 15, 2003.

SECTION K
REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF
OFFERORS

K-1 TAX CERTIFICATION

Each Offeror shall submit with its offer, a sworn Tax Certification Affidavit for the Department of Employment Services (Attachment J.2) and for the Office of Tax and Revenue (Attachment J.3).

K-2 AUTHORIZED NEGOTIATORS

The Offeror represents that the following persons are authorized to negotiate on its behalf with the District in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators).

K-3 TYPE OF BUSINESS ORGANIZATION

The Offeror, by checking the applicable box, represents that

(a) It operates as:

_____ a corporation incorporated under the laws of the State of _____
 _____ an individual, _____ a partnership, _____ a nonprofit organization, or
 _____ a joint venture; or

If the Offeror is a foreign entity, it operates as:

_____ an individual, _____ a joint venture, or _____ a corporation registered for
 business in _____
 (Country)

K-4 EMPLOYMENT AGREEMENT

The Offeror certifies that it intends to enter into a First Source Employment Agreement with the District of Columbia Department of Employment Services (DOES). Under this First Source Employment Agreement, the Offeror will use DOES as the first source for recruitment and referral of any new employees. The Offeror shall negotiate the First Source Employment Agreement directly with DOES. Nothing in this certification or the First Source Employment Agreement shall be

construed as requiring the Offeror to hire or train persons it does not consider qualified based on standards the Offeror applies to all job applicants.

Name _____ Title _____

Signature _____ Date _____

K-5 CERTIFICATION AS TO COMPLIANCE WITH EQUAL OPPORTUNITY OBLIGATIONS

The Office of Human Rights' regulations, Chapter 11, "Compliance with Equal Employment Opportunity Requirements in Contracts", promulgated August 15, 1986 (4 DCMR Chapter 11, 33 DCR 4952) is included as a part of this solicitation and requires the following certification for contracts subject to the order. Failure to complete the certification may result in rejection of the Offeror for a contract subject to the order. I hereby certify that I am fully aware of the content of the Mayor's Order 85-85 and the Office of Human Rights' regulations, Chapter 11, and agree to comply with them in performance of this contract.

Offeror _____ Date _____

Name _____ Title _____

Signature _____

Offeror ____ has ____ has not participated in a previous contract or subcontract subject to the Mayor's Order 85-85. Offeror ____ has ____ has not filed all required compliance reports, and representations indicating submission of required reports signed by proposed subofferors. (The above representations need not be submitted in connection with contracts or subcontracts, which are exempt from the Mayor's Order.)

K-6 WALSH-HEALY ACT

If this contract is for the manufacture or furnishing of materials, supplies, articles or equipment in an amount that exceeds or may exceed \$10,000, and is subject to the Walsh-Healy Public Contracts Act, as amended (41 U.S.C. 35-45), the following terms and conditions apply:

All representations and stipulations required by the Act and regulations issued by the Secretary of Labor (41 CFR Chapter 50) are incorporated by reference. These representations and stipulations are subject to all applicable rulings and interpretations of the Secretary of Labor that are now, or may hereafter, be in effect.

All employees whose work relates to this contract shall be paid not less than the minimum wage prescribed by regulations issued by the Secretary of Labor (41 CFR 50-202.2). Learners, student learners, apprentices, and handicapped workers may be employed at less than the prescribed minimum wage (see 41 CFR 50-202.3) to the

same extent that such employment is permitted under Section 14 of the Fair Labor Standards Act (41 U.S.C. 40).

If your offer is \$10,000, or more, the following information **MUST** be furnished:

(c) Regular Dealer

_____ The Offeror is a Regular Dealer.

_____ The Offeror is not a Regular Dealer.

(d) Manufacturer

_____ The Offeror is a Manufacturer.

_____ The Offeror is not a Manufacturer.

K-7 BUY AMERICAN CERTIFICATION

The Offeror hereby certifies that each end product, except the end products listed below, is a domestic end product (as defined in Clause 29 of the Standard Contract Provisions, "Buy American Act"), and that components of unknown origin are considered to have been mined, produced, or manufactured outside the United States.

_____ EXCLUDED END PRODUCTS
 _____ COUNTRY OF ORIGIN

K-8 OFFICERS NOT TO BENEFIT CERTIFICATION

Each Offeror shall check one of the following:

_____ No person listed in Clause 17 of the Standard Contract Provisions will benefit from this contract.

_____ The following person(s) listed in Clause 17 may benefit from this contract. For each person listed, attach the affidavit required by Clause 17 of the Standard Contract Provisions.

K-9 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

(a) Each signature of the Offeror is considered to be a certification by the signatory in accordance with D.C. Official Code §2-3-3.16 that:

The prices in this Contract have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any Offeror or competitor relating to:

- (i) those prices
- (ii) the intention to submit a Contract, or
- (iii) the methods or factors used to calculate the prices in the Contract;

The prices in this Contract have not been and will not be knowingly disclosed by the Offeror, directly or indirectly, to any other Offeror or competitor before Contract opening unless otherwise required by law; and

3) No attempt has been made or will be made by the Offeror to induce any other concern to submit or not to submit a Contract for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory;

Is the person in the Offeror's organization responsible for determining the prices being offered in this Contract, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above:

(insert full name of person(s) in the organization responsible for determining the prices offered in this Contract and the title of his or her position in the Offeror's organization);

As an authorized agent, does certify that the principals named in subdivision (b)(2)(I) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

If the Offeror deletes or modifies subparagraph (a)(2) above, the Offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

K-10 FINANCIAL CAPABILITY

The Offeror shall submit with its proposal audited and certified or compiled financial statements for the last three years (2001, 2002, 2003) prepared in accordance with generally accepted accounting principles.

K-11 PERFORMANCE BOND

The Offeror shall enclose a letter of commitment from a bonding company for the performance bond with its proposal.

K-12 REFERENCES

The Offeror shall submit with its proposal a minimum of three (3) references for the past three years (2001, 2002, 2003).

K-13 KEY PERSONNEL

Key personnel positions are dispatcher, supervisor, driver, and escort aid.

The Offeror shall submit for all staff have police clearances, child protective registry clearances, criminal background checks, and a copy of the driving record for the past 5 year period. In addition, the Offeror shall submit staff driver's licenses and a copy of their drug test.

K-14 LEGAL STATUS OF OFFEROR

Each proposal must provide the following information:

K-14.1 Name, Address, Telephone Number, Federal tax identification number and DUNS Number of Offeror;

K-14.2 District of Columbia registration or certification, if required by law to obtain such license. If the Offeror is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the offer shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and

K-14.3 If the Offeror is a partnership or joint venture, names of general partners or joint ventures, and copies of any joint venture or teaming agreements.

K-14.4 The District reserves the right to request additional information regarding the Offeror's organizational status.

K-15 STANDARDS OF RESPONSIBILITY

The prospective Contractor must demonstrate to the satisfaction of the District the capability in all respects to perform fully the contract requirements, therefore, the prospective Contractor must submit the documentation listed below, within five (5) days of the request by the District.

K-15.1 Furnish evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the contract.

K-15.2 Furnish evidence of the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.

- K-15.3** Furnish evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them.
- K-15.4** Furnish evidence of compliance with the applicable District licensing, tax laws and regulations.
- K-15.5** Furnish evidence of a satisfactory performance record, and satisfactory record of integrity and business ethics.
- K-15.6** If the prospective Contractor fails to supply the information requested, the Contracting Officer shall make the determination of responsibility or non-responsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the Contracting Officer shall determine the prospective Contractor to be non-responsible.

SECTION L
INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

L-1 CONTRACT AWARD

The District intends to award one (1) contract as a result of this solicitation to the responsible, responsive Offeror whose offer conforms to the solicitation and is evaluated to be the best value to the District considering price, technical and other factors, specified elsewhere in this solicitation.

The District may award the contract on the basis of initial offers received without discussions. Therefore, each initial proposal should contain the Offeror's best terms from a standpoint of price, technical and other factors.

L-2 PREPARATION, AND SUBMISSION OF PROPOSALS

Proposals shall be prepared in accordance with instructions set out below, with a clear and concise description of the Offerors capabilities to satisfy the requirements in all sections of the RFP. All pages must be numbered. The Offeror must respond to all points that require a response. An Offeror's proposal may be rejected if it fails to respond adequately to the RFP requirements

Proposals shall be typewritten in 12-point font size on 8.5" by 11" bond paper. *Telephonic and telegraphic proposals will not be accepted.* Each proposal shall be submitted in a sealed envelope conspicuously marked: "Proposal in Response to Request for Proposals No. **CSFA-04-0010**

The Offeror shall submit its responses to this RFP in two parts:

- a) Part 1: Technical Proposal
- b) Part 2: Price Proposal

Under separate covers, Offerors shall submit one (1) original and five (5) copies of the technical proposal and one (1) original and five (5) copies of the price proposal.

In addition, Offerors shall sign with an original signature all documents to be submitted in Section K or other attachments to the RFP.

All submissions shall be clearly marked "Technical Proposal" and "Price Proposal" or other attachments and be placed in the sealed conspicuously marked envelope. Proposals signed by an Officer must be accompanied by evidence of the Officer's authority to submit the proposal. By signing Solicitation Offer/Award Form, the Officer represents that he/she is authorized to submit an offer.

L-3 TECHNICAL PROPOSAL REQUIREMENTS

The Offeror shall include the following components in Part 1: Technical Proposal:

L-3.1 MANAGEMENT APPROACH

The Offeror shall provide information on its management approach in the provisions of Transportation services. This shall include the supervision of key personnel, including dispatcher, escort aide, driver, and other staff who shall perform services under this contract.

L-3.2 EXPERIENCE OF OFFEROR

The Offeror shall provide an overview of the firm's qualifications, particularly as related to the requirements. Preference shall be given to Offerors with successful experience in providing transportation for school age children.

L-3.3 PAST PERFORMANCE

The Offeror shall provide information detailing past performance evaluations it has received over the past three years.

L-4 PRICE PROPOSAL REQUIREMENTS

The Offeror shall include the following components in Part 2: Price Proposal:

The Offeror shall provide its unit price and total price for transportation services on Schedule B – The Pricing Schedule.

In addition, the Offeror shall provide Certified Cost and Pricing Data by completing the package (Attachment J-7) and budget information (Attachment 8) by completing these documents. Cost and Pricing Data encompasses all facts of the time or price agreement that prudent buyers and sellers would reasonably expect to affect price negotiations significantly. Cost and pricing data are factual, not judgmental, and are therefore verifiable. While they do not indicate the accuracy of the prospective contractor's judgment about estimated future cost or projections, they do include the data forming the basis for that judgment. Cost and pricing data are more than historical accounting data; they are all the facts that can be reasonably expected to contribute to the soundness of estimates of future costs and to the validity of determinations of costs already incurred. They also include factors such as vendor quotations; nonrecurring costs; information on changes in production methods or purchasing volume; data supporting projections of business prospects and objectives and related operational costs; and unit cost trends, such as those associated with labor efficiency, make-or-buy decisions, estimated resources to attain business goals, and information on management decisions that could have a significant bearing on cost.

L-5 PROPOSAL SUBMISSION DATE AND TIME

Proposals must be submitted no later than 12:00 noon on September 20, 2004

L-6 WITHDRAWALS OR MODIFICATIONS TO PROPOSALS

An Offeror may modify or withdraw its proposal upon written, telegraphic notice, or facsimile transmission if received at the location designated in the solicitation for submission of proposals, prior to the date and time set for submission of proposals.

L-7 LATE SUBMISSIONS, LATE MODIFICATIONS AND LATE WITHDRAWALS

Proposals, modifications to proposals, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are "late" and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

The proposal or modification was sent by registered or certified mail not later than the fifth (5th) calendar day before the date specified for receipt of proposals;

The proposal or modification was sent by mail and it is determined by the Contracting Officer that the late receipt at the location specified in the solicitation was caused solely by mishandling by the District.

The proposal is the only proposal received.

Otherwise, a late proposal, late modification or late request for withdrawal of an offer that is not considered shall be held unopened, unless opened for identification, until after award and then retained with unsuccessful offers resulting from this solicitation.

L-8 LATE MODIFICATIONS TO A SUCCESSFUL PROPOSAL

A late modification of a successful proposal, which makes its terms more favorable to the District, shall be considered at any time it is received and may be accepted.

L-9 POSTMARKS

The only acceptable evidence to establish the date of a late proposal, late modification or late withdrawal sent either by registered or certified mail shall be a U.S. or Canadian Postal Service postmark on the wrapper or on the original receipt from the U.S. or Canadian Postal Service. If neither postmark shows a legible date, the proposal, modification or request for withdrawal shall be deemed to have been mailed late. When the postmark shows the date but not the hour, the time is presumed to be the last minute of the date shown. If no date is shown on the postmark, the proposal shall be considered late unless the Offeror can furnish evidence from the postal authorities of timely mailing.

L-10 HAND DELIVERY OR MAILING OF PROPOSALS

Proposals must be delivered or mailed to:

Samuel J. Feinberg, CPPO, CPPB
Contracts and Procurement Administrator
955 L'Enfant Plaza North, SW, Suite 5200

Washington, D. C. 20024

(202) 724-5300 (main number)

L-11 QUESTIONS AND EXPLANATIONS TO PROSPECTIVE OFFERORS

If a prospective Offeror has any questions relative to this solicitation, the prospective Offeror shall submit the question(s) in writing to the Contact Person, identified on page one, in writing. The prospective Offeror shall submit questions no later than ten (10) calendar days prior to the closing date and time indicated for this solicitation. The District will not consider any questions received less than ten (10) calendar days before the date set for submission of the proposal. The District will furnish responses promptly to all other prospective Offerors. An amendment to the solicitation will be issued if that information is necessary in submitting offers, or if the lack of it would be prejudicial to any other prospective Offerors. Oral explanations or instructions given before the award of the contract will not be binding.

L-12 FAILURE TO SUBMIT OFFERS

Recipients of this solicitation not responding with an offer should not return this solicitation. Instead, they should advise the Office of Contracting and Procurement, Agency Chief Contracting Officer, Child and Family Services Agency, by letter or postcard whether they want to receive future solicitations for similar requirements. It is also requested that such recipients advise the Agency Chief Contracting Officer, Child and Family Services Agency of the reason for not submitting a proposal in response to this Solicitation. If a recipient does not submit an offer and does not notify the Agency Chief Contracting Officer, Child and Family Services Agency that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.

L-13 PROPOSAL PROTESTS

Any actual or prospective Offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract, must file with the D.C. Contract Appeals Board (Board) a protest no later than 10 business days after the basis of protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in a solicitation which are apparent prior to the time set for receipt of initial proposals shall be filed with the Board prior to bid opening or the time set for receipt of initial proposals. In procurements in which proposals are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into this solicitation, must be protested no later than the next closing time for receipt of proposals following the incorporation. The protest shall be filed in writing, with the Contract Appeals Board, 717 14th Street, NW, Suite 430, Washington, D.C. 20004. The aggrieved person shall also mail a copy of the protest to the Contracting Officer for the solicitation.

L-14 SIGNING OF OFFERS

The Offeror shall sign the offer and print or type its name on the Solicitation, Offer and Award form of this solicitation. Erasures or other changes shall be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the Contracting Officer.

L-15 UNNECESSARILY ELABORATE PROPOSALS

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the Offeror's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.

L-16 RETENTION OF PROPOSALS

All proposal documents will be the property of the District and retained by the District, and therefore will not be returned to the Offerors.

L-17 PROPOSAL COSTS

The District is not liable for any costs incurred by the Offerors' in submitting proposals in response to this solicitation.

L-18 ACKNOWLEDGMENT OF AMENDMENTS

The Offeror shall acknowledge receipt of any amendment to this solicitation by (a) signing and returning the amendment; (b) by identifying the amendment number and date in the space provided for this purpose on page 1 of the solicitation; or (c) by letter or telegram including mailgrams. The District must receive the acknowledgment by the date and time specified for receipt of offers. Offerors' failure to acknowledge an amendment may result in rejection of the offer.

L-19 ACCEPTANCE PERIOD

The Offeror agrees that its offer remains valid for a period of 180 days from the solicitation's closing date.

L-20 PRE-PROPOSAL CONFERENCE

There shall be an **optional** Pre-Proposal Conference to be held on **August 31, 2004, for all** interested parties. The location and time for the Pre-Proposal Conference shall be as follows:

Location: 955 L'Fant Plaza – 5th Floor Conference Room

Date: August 31, 2004

Time: 2:00 pm

Nature of Discussions: All technical and procedural questions submitted in compliance with the requirements of the RFP shall be addressed at the conference. Additional questions, which may be posted at the conference, shall be accepted, and CFSA will attempt to provide written answers by written amendment to the RFP. Offerors are cautioned that oral responses are not binding on CFSA.

Impromptu questions shall be permitted and spontaneous answers shall be provided at the District's discretion. Verbal answers given at the Pre-Proposal Conference are only intended for general discussion and do not represent the District's final position. All oral questions shall be submitted in writing following the close of the Pre-Proposal Conference but no later than five business days after the Pre-Proposal Conference in order to generate an official answer. Official answers shall be provided in writing to all prospective Offerors who are listed on the official Offeror's list as having received a copy of the solicitation.

L-21 BEST AND FINAL OFFERS

If, subsequent to receiving original proposals, negotiations are conducted, all Offerors within the competitive range will be so notified and will be provided an opportunity to submit written Best And Final Offers at the designated date and time. Best And Final Offers will be subject to Late Submissions, Late Modifications and Late Withdrawals of Proposals provision of the solicitation. After receipt of Best And Final Offers, no discussions will be reopened unless the Contracting Officer determines that it is clearly in the Government's best interest to do so, *e.g.*, it is clear that information available at that time is inadequate to reasonably justify Contractor selection and award based on the Best And Final Offers received. If discussions are reopened, the Contracting Officer shall issue an additional request for Best And Final Offers to all Offerors still within the competitive range.

L-22 FAMILIARIZATION WITH CONDITIONS

Contractors shall thoroughly familiarize themselves with the terms and conditions of this solicitation, acquainting themselves with all available information regarding difficulties which may be encountered and the conditions under which the work is to be accomplished. Contractors shall not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

SECTION M **EVALUATION FACTORS**

M-1 EVALUATION CRITERIA FOR AWARD

The contract shall be awarded to the responsive, responsible and qualified Offeror whose offer represents the “best value” for the District, based upon the evaluation criteria specified below.

“Best value” means that the proposed services fully satisfy the requirements outlined in Section C of the RFP, and offer a competitive price from a cost point of view.

While the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award, rather, the total scores will guide the District in making an intelligent award decision based upon the evaluation criteria.

The District may award a contract on the basis of initial offers received without discussions. Therefore, each initial proposal should contain the Offeror’s terms from a standpoint of price, technical and other factors.

M-2 EVALUATION CRITERIA

Selection of an Offeror for contract award will be based on an evaluation of proposals against the following factors:

<u>Criteria</u>	<u>Maximum Points</u>
Technical Proposal	70
• Management Approach	25
• Experience of Offeror	25
• Past Performance	20
Price Proposal	30
<u>Total Points</u>	<u>100</u>

M-2.1 PRICE CRITERIA (30 Points)

The price evaluation will be objective. The Offeror with the lowest price will receive the maximum price points. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each Offeror's evaluated price score:

Sum of the unit prices for the base period and all option year
of the lowest priced Offeror

	X 30 = Evaluated Price
Sum of the unit prices for the base period and all option years of the Offeror being evaluated	Score

CFSA shall evaluate option pricing equally as base year pricing for this RFP since it is anticipated that CFSA will exercise all of the options.

In addition, CFSA will determine responsibility after it completes the evaluation of the proposals but before it awards the contracts.

M-3.1 GENERAL PREFERENCES

M-3.2 Under the provisions of D.C. Law 13-169, “Equal Opportunity for Local, Small, or Disadvantaged Business Enterprises Amendment Act of 2000” (the Act), the District shall apply preferences in evaluating bids or proposals from businesses that are local, disadvantaged, resident business ownership or located in an enterprise zone of the District of Columbia.

M-3.3 For evaluation purposes, the allowable preferences under the Act for this procurement are as follows:

- 1) Four percent reduction in the bid price or the addition of four points on a 100-point scale for a local business enterprise (LBE) certified by the Local Business Opportunity Commission (LBOC);
- 2) Three percent reduction in the bid price or the addition of three points on a 100-point scale for a disadvantaged business enterprise (DBE) certified by the LBOC;
- 3) Three percent reduction in the bid price or the addition of three points on a 100-point scale for a resident business ownership (RBO), as defined in Section 2(a)(8A) of the Act, and certified by the LBOC; and
- 4) Two percent reduction in the bid price or the addition of two points on a 100-point scale for a business located in an enterprise zone, as defined in Section 2(5) of D.C. Law 12-268 and in 27 DCMR 899, 39 DCMR 9087-9088 (December 4, 1992).

M-3.4 Any prime contractor that is a LBE certified by the LBOC will receive a four percent (4%) reduction in the bid price for a bid submitted by the LBE in response to an Invitation for Bids (IFB) or the addition of four points on a 100-point scale added to the overall score for proposals submitted by the LBE in response to a Request for Proposals (RFP).

M-3.5 Any prime contractor that is a DBE certified by the LBOC will receive a three percent (3%) reduction in the bid price for a bid submitted by the DBE in response to an IFB or the addition of three points on a 100-point scale added to the overall score for proposals submitted by the DBE in response to a RFP.

M-3.6 Any prime contractor that is a RBO certified by the LBOC will receive a three percent (3%) reduction in the bid price for a bid submitted by the RBO in response to an IFB or the addition of three points on a 100-point scale added to the overall score for proposals submitted by the RBO in response to a RFP.

M-3.7 Any prime contractor that is a business enterprise located in an enterprise zone will receive a two percent (2%) reduction in the bid price for a bid submitted by such business enterprise in response to an IFB or the addition of four points on a 100-point scale added to the overall score for proposals submitted by such business in response to a RFP.

M.4 **PREFERENCES FOR SUBCONTRACTING IN OPEN MARKET SOLICITATIONS WITH NO LBE, DBE, RBO SUBCONTRACTING SET-ASIDE**

M-4.1 The preferences for subcontracting in open market solicitations where there is no LBE, DBE or RBO subcontracting set-aside are as follows:

1) If the prime contractor is not a certified LBE, certified DBE, certified RBO or a business located in an enterprise zone, the District will award the above-stated preferences by reducing the bid price or by increasing the points proportionally based on the total dollar value of the bid or proposal that is designated by the prime contractor for subcontracting with a certified LBE, DBE, RBO or business located in an enterprise zone.

2) If the prime contractor is a joint venture that is not a certified LBE, certified DBE or certified RBO joint venture, or if the prime contractor is joint venture that includes a business in an enterprise zone but such business located in an enterprise zone does not own and control at least 51% of the joint venture, the District will award the above-stated preferences by reducing the bid price or by increasing the points proportionally in the proposal based on the total dollar value of the bid or proposal that is designated by the prime contractor for a certified LBE, DBE, RBO or business located in an enterprise zone, for participation in the joint venture.

M-3.2 **For Example:**

If a non-certified prime contractor subcontracts with a certified local business enterprise for a percentage of the work to be performed on an RFP, the calculation of the percentage points to be added during evaluation would be according to the following formula:

$$\frac{\text{Amount of Subcontract}}{\text{Amount of Contract}} \times 4 = \text{Points Awarded During Evaluation for LBE Subcontracting}$$

*Note: Equivalent of four (4) points on a 100-point scale

The maximum total preference under the Act for this procurement is twelve percent (12%) for bids submitted in response to an IFB or the equivalent of twelve (12) points on a 100-point scale for proposals submitted in response to a RFP. Any prime

contractor receiving the full bid price reduction or point addition to its overall score for a particular preference will not receive any additional bid price reduction or points for further participation on a subcontracting level for that particular preference.

However, the prime contractor will receive a further proportional bid price reduction or point addition on a different preference for participation on a subcontracting level for that difference preference. For example, if a LBE prime contractor receives the four percent bid price reduction or the equivalent of four points on a 100-point scale, the LBE prime contractor does not receive a further price reduction or additional points if such contractor proposes subcontracting with an LBE. However, if this same LBE prime contractor proposes subcontracting with a DBE, the LBE prime contractor receives a further proportional bid price reduction or point addition for the DBE participation on the subcontracting level.

M-4 PREFERENCES FOR OPEN MARKET SOLICITATIONS WITH LBE, DBE or RBO SUBCONTRACTING SET ASIDE

M-4.1 If the solicitation is an open market solicitation with a LBE, DBE or RBO subcontracting set-aside, the prime contractor will receive the LBE, DBE or RBO preferences only if it is a certified LBE, DBE or RBO. There shall be no preference awarded for subcontracting by the prime contractor with a LBE, DBE or RBO, even if the prime contractor proposes LBE, DBE or RBO subcontracting above the subcontracting levels required by the solicitation. However, the prime contractor shall be entitled to the full preference for businesses located in an enterprise zone if it is a business located in an enterprise zone or a proportional preference if the prime contractor subcontracts with a business located in an enterprise zone.

M-4.2 The maximum total preference under the Act for this procurement is twelve percent (12%) for bids submitted in response to an IFB or the equivalent of twelve (12) points on a 100-point scale for proposals submitted in response to a RFP.

M-5 Preferences for Certified Joint Ventures Including Local or Disadvantaged Businesses or Resident Business Ownership.

When an LBOC-certified joint venture includes a local business enterprise (LBE), disadvantaged business enterprise (DBE) or a resident business ownership (RBO), and the LBE, DBE or RBO owns and controls at least fifty-one (51%) of the venture, the joint venture will receive the preferences as if it was a certified LBE, DBE or RBO.

M-6 PREFERENCES FOR JOINT VENTURES INCLUDING BUSINESSES LOCATED IN AN ENTERPRISE ZONE

When a joint venture includes a business located in an enterprise zone, and such business located in an enterprise zone owns and controls at least fifty-one percent (51%) of the venture, the joint venture will receive the preference as if it were a business located in an enterprise zone.

M-7 VENDOR SUBMISSION FOR PREFERENCES

Any vendor seeking to receive preferences on this solicitation must submit at the time of, and as part of its bid or proposal the following documentation, as applicable to the preference being sought:

Evidence of the vendor's, subcontractor's, or joint venture partner's certification or self-certification as a LBE, DBE or RBO, to include either:

A copy of all relevant letters of certification from the Local Business Opportunity Commission (LBOC); or

A copy of any sworn notarized Self-Certification Forms prescribed by the LBOC, along with an acknowledgement letter issued by the Director of the LBOC. Businesses with principal offices located outside of the District of Columbia must first be certified as LBEs before qualifying for self-certification.

Evidence that the vendor or any subcontractor is located in an enterprise zone.

c. In order for a bidder or Offeror to receive allowable preferences under this solicitation, the bidder or Offeror must include the relevant information as described in subparagraphs (a) and (b) of this clause, as part of its bid or proposal.

ATTACHMENT J-5 CONTAINS THE SELF-CERTIFICATION PACKAGE

In order to receive any preferences under this solicitation, any vendor seeking self-certification must complete and submit the forms to:

Office of Local Business Development
ATTN: LSDBE Certification Program
441 Fourth Street, NW, Suite 970N
Washington, DC 20001

All vendors are encouraged to contact the Local, Small and Disadvantaged Business Enterprises Certification Program at (202) 727-3900 if additional information is required on certification procedures and requirements.

M-8 PENALTIES FOR MISREPRESENTATION

Any material misrepresentation on the sworn notarized self-certification form could result in termination of the contract, the contractor's liability for civil and criminal action in accordance with the Act, D.C. Law 12-268, and other District laws, including debarment.

M-9 LOCAL, SMALL, AND DISADVANTAGED BUSINESS ENTERPRISE SUBCONTRACTING

When a prime contractor is certified by the Local Business Opportunity Commission (LBOC) as a local, small or disadvantaged business or a resident business ownership, the prime contractor shall perform at least fifty percent (50%) of the contracting effort, excluding the cost of materials, goods, and supplies with its own organization and resources, and if it subcontracts, fifty percent (50%) of the subcontracting effort, excluding the cost of materials, goods, and supplies shall be with certified local, small, and disadvantaged business enterprises and resident business ownership, unless a waiver is granted by the contracting officer, with the prior approval and consent of the Director of the LBOC under the provisions of 27 DCMR 805, 39 DCR 5578-5580 (July 24, 1992).

By submitting a signed bid or proposal, the prime contractor certifies that it will comply with the requirements of paragraph (a) of this clause.

M-10 CLAUSE APPLICABLE ONLY TO OPEN MARKET SOLICITATIONS WITH LBE, DBE, OR RBO SUBCONTRACTING SET-ASIDE

Under the provisions of 27 DCMR 801.2(b), 39 DCR 5571 (July 24, 1992), _____% of the total dollar value of this contract has been set-aside for performance through subcontracting with local business enterprises, disadvantaged business enterprises, or resident business ownership. Any prime contractor responding to this solicitation shall submit with its bid or proposal a notarized statement detailing its subcontracting plan (See Clause M-11.1, Subcontracting Plan and Clause M-12, Liquidated Damages). Once the plan is approved by the contracting officer, changes will only occur with the prior written approval of the contracting officer.

M-11 CLAUSES APPLICABLE TO OPEN MARKET SOLICITATIONS IN WHICH THERE WILL BE LBE, DBE, OR RBO SUBCONTRACTING OR SUBCONTRACTING WITH A BUSINESS LOCATED IN AN ENTERPRISE ZONE

1. Subcontracting Plan

A notarized statement detailing a subcontracting plan shall be submitted, as part of the bid or proposal, by any prime Contractor seeking a preference on the basis of proposed subcontracting with a local business enterprise (LBE), disadvantaged business enterprise (DBE), resident business ownership (RBO) or business located in an enterprise zone; and by any prime contractor responding to a solicitation in which there is a LBE, DBE, or RBO subcontracting set-aside. Each subcontracting plan shall include the following:

A description of the goods and services to be provided by the LBE, DBE, or RBO or business located in an enterprise zone;

If the prime contractor is seeking a preference on the basis of proposed subcontracting with a LBE, DBE, RBO, or a business located in an enterprise zone, a

statement of the dollar amount, by type of business enterprise, of the bid or proposal that is designated by the prime contractor for a LBE, DBE, RBO, or business located in an enterprise zone;

If the solicitation contains a LBE, DBE, or RBO subcontracting set-aside, a statement of the dollar value, by type of business enterprise, of the bid or proposal that pertains to the subcontracts to be performed by the LBEs, DBEs, or RBOs;

The names and addresses of all proposed subcontractors who are LBEs, DBEs, RBOs or businesses located in an enterprise zone;

The name of the individual employed by the prime contractor who will administer the subcontracting plan, and a description of the duties of the individual;

A description of the efforts the prime contractor will make to ensure that LBEs, DBEs, RBOs, or businesses located in an enterprise zone will have an equitable opportunity to compete for subcontracts;

In all subcontracts that offer further subcontracting opportunities, assurances that the prime contractor will include a statement, approved by the contracting officer, that the subcontractor will adopt a subcontracting plan similar to the subcontracting plan required by the contract;

Assurances that the prime contractor will cooperate in any studies or surveys that may be required by the contracting officer, and submit periodic reports, as requested by the contracting officer, to allow the District to determine the extent of compliance by the prime contractor with the subcontracting plan;

List the type of records the prime contractor will maintain to demonstrate procedures adopted to comply with the requirements set forth in the subcontracting plan, and include assurances that the prime contractor will make such records available for review upon the District's request; and

A description of the prime Contractor's recent effort to locate LBEs, DBEs, RBOs, and businesses located in an enterprise zone and to award subcontracts to them.

M-12 LIQUIDATED DAMAGES

M-12.1 If during the performance of this contract, the contractor fails to comply with the subcontracting plan submitted in accordance with the requirements of this contract and 27 DCMR 804.9, 39 DCR 5578 (July 24, 1992), and as approved by the contracting officer, the contractor shall pay to the District liquidated damages in the sum of (\$150.00), for each calendar day the contractor fails to comply with the subcontracting plan, unless the contracting officer determines that the contractor made good faith efforts to comply with the subcontracting plan in accordance with subparagraph (b) below.

M-12.2 Prior to assessing any liquidated damages under this provision, the contracting officer shall issue a written notice informing the contractor that it is not in compliance with the subcontracting plan and set forth the areas of non-compliance. The written notice

from the contracting officer shall provide the contractor with ten (10) days from the date of receipt of the written notice to correct any areas of non-compliance or to demonstrate that the contractor has used good faith efforts to comply with the subcontracting plan. If the contractor fails to correct any areas of non-compliance or demonstrate good faith efforts within the ten-day period, the contracting officer shall assess liquidated damages beginning on the first day after the end of the ten-day period.

- M-12.3** If failure to comply with the subcontracting plan is such that the contracting officer determines it to be a material breach of the contract and terminates the contract under the Default Clause of the Standard Contract Provisions, the contractor shall be liable for aforementioned liquidated damages accruing until the time the District may reasonably obtain similar goods or services.